

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Hiring Seasonal Workers	Regulation Number: 3.04
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-2.2		Replaces: Reg. 3.04 (CS-6806, July 16, 1996)
Subject: A PROCESS FOR HIRING SEASONAL WORKERS			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

The commission shall . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service. . . . No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for a process for hiring seasonal workers.

Rule 3-2.2 Content and Method. — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's examination results.*

PURPOSE

The purpose of this regulation is to establish standards and procedures for the implementation of a decentralized process for hiring seasonal workers.

STANDARDS

1. The selection process must be open and accessible to the general public, as follows:
 - a. The department or agency develops a recruitment notice, with assistance from the Bureau of Human Resource Services, if needed. The notice must include the following basic information:
 - (1) Job description,

STANDARDS (CONT.)

- (2) Minimum qualifications,
 - (3) Salary,
 - (4) Contact information, and
 - (5) Employment type and job location.
- b. The recruitment notice should reach as many segments of the general population, demographically, as possible. An application form must be used. The Civil Service application may be used, or the department or agency may use its own. Whichever application form is used, it must be retained for audit purposes for at least three years from the completion of the selection process.
- 2. The department or agency must base selection decisions upon a job-related, competitive procedure.
 - a. The department or agency selection strategy must include:
 - (1) A standard pre-screening process, which includes a review of applications for any necessary requirements and a verification of credentials method;
 - (2) Appropriate selection methods, for example, structured interview questions that will assist in measuring appropriate knowledge, skills, and abilities; and
 - (3) A notification letter to applicants who are not selected.
 - b. Appointing authorities shall ensure equal employment opportunities consistent with Civil Service rules and regulations.
- 3. All appointments are subject to post-audit. The department or agency must maintain complete documentation of the recruitment, selection, and appointment processes. Specifically, it must be able to demonstrate:
 - a. Openness and accessibility of the process,
 - b. Adherence to Civil Service Rules,
 - c. Compliance with Civil Service Regulation 3.06, *Selection of Employees for Position Vacancies*.

PROCEDURES

Responsibility

Department or Agency

Action

- 1. Develops a recruitment notice of the employment opportunity, with Bureau of Human Resource Services assistance, if needed.

Responsibility (Cont.)

Action (Cont.)

- 2. Conducts selection process in accordance with its selection strategy.

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3. Enters hire transaction into Personnel Payroll Information System for Michigan (PPRISM), using an “HNN” appointment type code for an appointment category of “Hire,” appointment method of “Noncareer,” and appointment duration of “Noncareer.”
4. Conducts on-site field audits with department or agency staff to monitor compliance with relevant Civil Service Rules and Regulations.
5. Makes a recommendation for continuation of process for subsequent seasons, including suggested improvements.

CONTACT PERSONS

Questions concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services Group Leader responsible for providing services to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.
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